

## **Mechanical Maintenance Superintendent - 2470**

### **Primary Reason Why Classification Exists**

To supervise and participate in maintenance and repair of all municipal automotive and related equipment

### **Distinguishing Features of the Class**

An employee in this class serves as the on-site supervisor of automotive maintenance personnel assigned to the City's automotive garage. Emphasis of the work is on assigning and participating in the work, providing technical or manual assistance to mechanics, ensuring quality and productivity of services, and work performed meets department and industry standards. Work also includes serving as a senior technical resource for personnel in the repair and maintenance of specialized equipment and as a key reference point for all City departments. This employee is supervised by the Public Works & Utilities Director and is evaluated on the basis of achieving productivity and quality work unit objectives, ensuring operations are performed with budget limits, compliance with safety requirements, and positive feedback from other City staff.

### **Essential Duties**

- Plans and assigns work orders to personnel; identifies specific work to be performed, parts to be used, and cost of parts and time involved; road tests equipment and vehicles as an extension of troubleshooting problems and provide technical advice
- Develops and provides on-the-job training programs for mechanics in new procedures and techniques for maintenance of equipment or the application of new technology
- Prepares various production and accounting reports for charge backs to departments, parts purchased and used, inventory, and other operational reports
- Informs receiving departments of completed work to be picked up; advises of vehicle safety recalls from manufacturer and coordinates necessary replacement or service
- Makes scheduled and infrequent spot inspections of motor vehicles, equipment, and facilities; reviews vehicle history with department supervisors and makes notes for future reference
- Prepares reports on equipment maintenance and replacement of parts; develops estimates of long and short-term departmental equipment needs with the Public Works and Utilities Director
- Performs mandated vehicle inspections and sends reports to state division of motor vehicles
- Prepares annual operating budget; monitors division expenditures
- Establishes divisional performance goals and measurement processes; evaluates and updates performance goals with senior management staff
- Develops and enforces OSHA safety and divisional policies and procedures; maintains employee training records in compliance with state and federal safety programs and regulations
- Sets employee performance standards and prepares performance reports; provides guidance in career development and training opportunities; approves leave; interviews applicants and makes recommendations on which employee to be hired, promoted, or disciplined

### **Knowledge, Skills, and Abilities:**

- Thorough knowledge of the theory and processes of mechanical and hydraulic principles, motors, pumps, equipment, and materials used automotive equipment

- Thorough knowledge of the methods, tools, and equipment used in the repair of automotive passenger cars, trucks, construction, and maintenance equipment such as drills, presses, lathes, grinders, micrometers, and brake relining and drum grinding machines
- Thorough knowledge of the Environmental Protection Agency (EPA) guidelines as they relate to North Carolina inspection laws
- Ability to plan and supervise the work of subordinate mechanical maintenance personnel
- Ability to train subordinates in the proper methods and techniques of automotive equipment maintenance functions
- Ability to establish and maintain effective working relationships with coworkers, supervisors, department personnel, and vendors
- Ability to operate complex diagnostic and testing equipment and use test results to determine mechanical problems
- Ability to develop and maintain records of repairs and service operations
- Ability to interpret sketches, diagrams, and installation and repair charts and apply it to the work performed
- Ability to follow oral and written instructions
- Skill in the use and operation of tools and machinery in equipment repair work

### **Physical Requirements**

This is heavy work requiring the exertion of up to 100 pounds of force on a regular basis to move objects. Work requires standing, walking, fingering, grasping, feeling, and repetitive motions. Vocal communication is required to express or exchange ideas. Hearing is required to perceive information at normal spoken word levels and also to hear above ambient noise in automotive repair facilities where it someone may need to shout to be heard. Visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection of small parts or defects, use of measuring and calibration devices, assembly or fabrication of parts at or within arms' length, operating machines, motor vehicles, and equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions and may be exposed to blood-borne pathogens which may require the wearing of protective equipment.

### **Working Conditions**

Work is primarily performed inside a shop building with protection from adverse weather conditions of extreme heat and cold; however employee is subject to be called out to retrieve vehicles or make emergency repairs. Employee is subject to noise requiring the worker to shout in order to be heard above the ambient noise level or other noises created in a vehicle maintenance facility. Employee is subject to vibration such as oscillating movements of the extremities or whole body and is subject to work place hazards including mechanical equipment and atmospheric conditions due to exposure to fumes, odors, dusts, hot metal exhausts, and greases and oils.

### **Education and Experience:**

Graduation from high school or GED equivalency and 7 - 10 years experience in the maintenance and repair of automotive and construction equipment, two years of which must have been at the

supervisory level. An Associate's degree in automotive technology or engineering is desired.

**Special Requirements:**

- Valid North Carolina commercial driver's license (CDL-B); a CDL-A may be required
- Must obtain NCI and OBD II (On-Board Diagnostic Certification Program for emissions) state inspection certificate after 6-month probation period is completed
- Certified by the Automotive Service Excellence (ASE) after completing eight (8) primary courses. Certification as an automotive technician from Universal Technical Institute (UTI) 450 hour degree program is desired

**FLSA Status:** Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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